

**MINUTES
MEETING OF THE
TENNESSEE COMMISSION ON AGING AND DISABILITY
THE SHERATON DOWNTOWN HOTEL
623 UNION STREET
NASHVILLE, TENNESSEE
November 14, 2006
Suite 6**

Members Present:

Mr. John Arriola
Dr. Sun-Hwan Chu
Ms. Diane Cornell
Ms. Judy Eads
Mr. Shelburne Ferguson, Jr.
Mr. Seth Stanger for Tam Gordon
Mr. Jerry Hill
Mr. William Johnson
Mr. Leonard Price
Ms. Elizabeth Stovall
Ms. Jackie Talley
Ms. Bobbie Tyler
Ms. Wanda Willis
Mr. Donald Woodlee

Members Absent:

Rep. Lois DeBerry
Ms. Deborah Neill
Mr. Judson Palmer
Ms. Tam Gordon

Ms. Pam Hayden-Wood, Office of the Attorney General, was also present.

Chair Woodlee called the meeting to order at 9:00 a.m. The roll was called, and attendance is listed above.

APPROVAL OF THE AUGUST 2006 MINUTES

Chair Woodlee asked if there were any corrections, additions, or deletions to the Minutes of the August 2006 meeting. Ms. Bobbie Tyler's name was added to the list of attendees. **With that correction, John Arriola moved approval of the minutes as recorded. The motion was seconded by Leonard Price and passed.**

TCAD STAFF UPDATE

Nancy Peace updated the Commission on staffing changes. As people retire and program demands change, new staff have been added, job responsibilities of existing staff have been modified, and in some cases staff positions have been reclassified. LaVerdia McCullough transferred from the Department of Human Services to fill the position vacated by Jerry Blasingame. Ms. McCullough's responsibilities include Information and Assistance and Emergency Management, along with Senior Center coordinator. Tracy Davidson was recently hired to fill the position vacated by Ryan Ellis who was promoted to IT Supervisor. Mr. Davidson's responsibilities include assisting with program reporting and Web development. The updated organizational chart was included in the

members' notebooks.

ADVANCE PLANNING & DIRECTIVES

Judy Eads, Department of Health, made a PowerPoint presentation and overview of the policies and forms associated with the Advanced Care Form (formerly the Living Will form) and also included the Appointment of Health Care Agent Form. All forms are located on the Tennessee Department of Health's Web site. In 2004, Tennessee law was revised to recognize more than one written advance directive for health care decision making: the "Living Will" or "Advance Care Plan" and the "Medical Power of Attorney" or "Appointment of Health Care Agent". The new forms and information about these directives may be downloaded from the Web site. All forms have a special section to write in specific comments about circumstances in which individuals would not want CPR, a feeding tube, dialysis, or treatment with a breathing machine. Ms. Eads recommended that discussion should be held with the family and doctor to better understand what is important in receiving medical treatment. These documents were designed to let the family and doctor know decisions for health care if someone becomes unable to make decisions. A person can be appointed that is trustworthy as your healthcare decision maker to ensure that choices or decisions are honored.

NUTRITION CHAPTER FOR POLICY MANUAL

Lucy Utt reported the updates to the Nutrition Chapter for the Policy Manual. She stated that at the last meeting of the Commission, the policy chapter of the Nutrition Services Program was approved with exception of the section on background information verification. At that time, it was decided that policy on background information verification should be strengthened and applied to all TCAD programs in a uniform manner. Since that meeting, the TCAD Nutrition Program Coordinator has identified several statements from the previous policy chapter that were eliminated in the revised policy chapter and has placed those back into the current, just approved, policy. Statements addressing second servings of leftover food, the timeframe provided consumers for dining at congregate meal sites, the frequency with which home-delivered meals are provided and the types of meals delivered were placed back in the policy chapter. Ms. Utt requested final approval of the policy chapter to include the added statements. **John Arriola moved to accept the revisions to the Nutrition Chapter as presented, and the motion was seconded by Jerry Hill. There were no abstentions or objections and the motion carried.**

TFA CONFERENCE, PARIS LANDING STATE PARK

Lucy Utt summarized the details of the Tennessee Federation on Aging (TFA) conference, August 16-18, 2006, Paris Landing State Park. She said it was well attended and Cheryl Schramm, Atlanta, Georgia, led training events for the attendees and worked with the senior center directors to brainstorm in areas of meeting needs of boomers while providing mainstay programs for older adults.

BUDGET REPORT

Mr. Perry Register presented the 2007 budget request. He gave honor to the

TCAD Executive Director, Nancy Peace, for all her hard work in making the budget expansions a reality. He added that the TCAD continues to grow and that along with budget expansions, new positions have been requested. Mr. Register added that staff positions being requested include a training coordinator, an accounting manager to accommodate the waiver program. The TCAD staff will be looking for additional office space for future expansion.

STATUS REPORT ON HOME AND COMMUNITY BASED SERVICES

Margaret Rose reported on current enrollment in the Waiver and Options programs. TCAD staff have been able to improve the turn-around time to complete enrollment/service authorizations documents from four months to one-two days. Credit for streamlining the paperwork was given to the Commission's two Waiver nurses. At the August meeting of the Commission, Ms. Rose had announced the proposed consolidation of the statewide waiver program with the Adapt and elderly HCBS waivers being operated by Senior Services, Memphis. The process has begun, and Senior Services has elected to be a case manager provider in Shelby, Hamilton, Bradley, and Rhea counties. A few enrollees have filed suit asking to halt the consolidation. The goal is to make the transition with the least disruptive service to enrollees and families, who have been already notified of the change.

TCAD is preparing to begin recruiting providers for the expanded services allowed under the Waiver renewal. Ms. Rose also reported that TCAD has begun processing presumptive eligibility applications which allows enrollees to receive services within days of the initial contact. She said that staff continue to work closely with TennCare in removing barriers to getting services to enrollees in a more timely manner.

2007 LEGISLATIVE SESSION

Brian McGuire, American Association of Retired Persons (AARP), Tennessee, presented legislative items of interest to the AARP for the next legislative session. He expressed appreciation for the opportunity to partner with the Commission. He looked forward to working with the TCAD on several legislative items.

- Mr. McGuire stated that a meeting was held with Jim McConnell, Oregon; Roger Auerbach, AARP consultant; and Dan Mill, TennCare consultant, and staff members from the Governor's office. Nancy Peace and AARP staff attended the meeting and discussion was held on several items including: presumptive eligibility, streamlining the enrollment process, frequency of in-home visits, and requirements for plan of care changes.
- Mr. McGuire said there is renewed interest in the PACE Program. He said the model works well in urban areas and TennCare may ask for a Request for Proposal (RFQ) for the Knox, Davidson, and Shelby.
- There is a strong commitment fix problems and move forward with new initiatives. AARP is looking at financial securement and retirement, and with boomers coming on, there is a theme of save, manage, and protect. AARP will be looking at what to do for boomers with no 401k savings plan.
- Property relief legislation was passed which allows localities to enact property relief to avoid increases in property taxes for older persons.

- Some future legislative items of interest are: 1) Alzheimer's units in nursing homes and 2) the nursing delegation bill which would allow CNA's and others to do some medical things (due to the lack of nurses).

COMMUNITY SERVICES

Ms. Lucy Utt, Supervisor for Community Services, reported on activities. Training events include:

- In August 2006, the Nutrition Program Coordinator attended the Nutritionists and Administrators Conference, Baltimore, MD. She received training on the most recent Dietary Guidelines for Americans, creative means of tailoring menus to provide attractive and nutritious meals to program participants and program administration.
- In October, Ms. Woodberry convened the first in a series of statewide trainings on the new program standards for the nutrition program staff at the Aging Commission of the MidSouth in Memphis. The second training is scheduled for November 2006, Jackson, TN, at the Southwest AAAD; trainings for the other areas will be completed by mid-January 2007.
- Public Guardianship Program - Jeanne Caudill, Program Coordinator, attended the National Guardianship Conference, Newport Beach, CA, October 2006. During the conference, Ms. Caudill sat for the Registered Guardian exam and received notice that she had passed. In October, Ms. Caudill was temporarily assigned to assist with HCBS Waiver activities; at that time, it was decided to postpone the statewide training until Spring 2007.
- State Long-Term Ombudsman Program (LTCOP) – Jerry Blasingame, Program Coordinator, provided training to the statewide LTCOP staff at the TCAD offices in mid-September; the local Long-Term Care Ombudsman from every area attended. Staff from Adult Protective Services, the Department of Mental Health and Developmental Disabilities and the Tennessee QIO (Q-Source in Memphis) presented.
- State Health Insurance Assistance Program – Mary Beth Best, Program Coordinator, conducted training for the statewide SHIP staff, August 2006. The training focused on Medicare Part D (prescription drug benefit), changes to the benefit in 2007 and the first annual election period (November 15 – December 31) providing consumers an opportunity to change plans if they wish. Ms. Best also traveled to Upper Cumberland, First Tennessee, and Southeast AAAD's to provide Part D training to paid and volunteer staff.
- SHIP/AmeriCorps*VISTA – At present, Upper Cumberland, Southeast, and Southwest AAAD's have AmeriCorps*VISTA members enlisted in the development of volunteer programs in the areas counties. 1st TN AAAD has accepted an AmeriCorps*VISTA member who will begin service in January 2007. Ms. Best continues to facilitate referrals from the Corporation for National and Community Service and other sources for the AAADs.
- Senior Center Support: Ms. McCullough has participated in several meetings of senior center directors including South Central Senior Center Directors' Association and Tennessee Federation for the Aging Advisory Council and is presently preparing an information packet for senior centers on emergency preparedness for elderly persons.

- Emergency Preparedness: Ms. McCullough has also attended several meetings of the Tennessee Emergency Management Association (TEMA) and has received training about her responsibilities as TCAD representative to TEMA. She has prepared for, taken and passed, to date, three exams covering extensive information about TEMA procedures; there are at least two more exams that she must take. Ms. McCullough recently requested from each AAAD a copy of its Disaster Plan and, to date, has received plans from four AAADs.
- Information & Assistance: Ms. McCullough recently conducted a survey of AAADs on their usage of the Beacon Resource Database and each program's status on maintaining the database with current resource information. Information gained indicates that most of the programs need training on how to perform updates and that only one program is both using and maintaining the database appropriately.
- Ms. Utt added that she recently was added to the board of the Tennessee Conference of Social Workers (TCSW) and will be working with the organization to plan annual conference events.

TN4A

Aaron Bradley, President of the Tennessee Association for Area Agencies on Aging and Disability, reported the following items in the TN4A report:

- The TN4A is very pleased with the FY2007 - 2008 Budget Improvement Request for the Commission on Aging and Disability which would add substantial funding for Options for Community Living and Senior Centers.
- The Lakeside Training event was a great success and the TN4A encourages the Commission to schedule these events at least semi-annually.
- The TN4A appreciates the work of the Commission staff to improve the Annual Area Plan format and process and the partnership that has been demonstrated in recent months in the development of the Area Plans to be submitted in Spring 2007.
- The need for more home care training for direct care staff must be a priority for Area Agencies and the Commission. Service providers are asking for assistance in initial training and ongoing training for their staff.
- The TN4A is excited about being able to offer new Home and Community Based Services through the Medicaid Waiver program beginning January 1, 2007. In-home respite, personal care attendant, adult day care, assisted living, pest control and assistive technology are needed services and should provide consumers with the ability to remain safely at home much longer. In-home respite, personal care attendant, and adult day care should be the first of the new services added in 2007.
- The TN4A needs the Commission to work with the Department of Mental Retardation to determine improvement of coordination of Quality Assurance efforts for in-home service providers who hold PSSA licenses. The current process is duplicating and confusing.

REPORT FROM THE CHAIR

Chair Woodlee stated he would like to visit each Area Agency on Aging and Disability in the state. TCAD will arrange the visits with AAADs with consideration being given to visiting during the time that special events are being held. He said he

would like to see a newsletter published highlighting success stories from the Area Agencies. Mr. Woodlee attended the Lakeside training event in October and thought it was a very good planning meeting. He expressed appreciation to the staff at the Upper Cumberland Development District for their recognition of his recent appointment as Chair of the Commission. William Johnson commented that each Commission member should attend at least one Advisory Council meeting in their districts and be involved at the local level to the degree they have time. There are many innovative and exciting events going on at senior centers throughout the state. The senior centers are doing a great job as a community entity. The new TCAD senior center coordinator hopes to get best practices posted on the Web site in the near future.

COMMITTEE ASSIGNMENTS

Nancy Peace informed the Commission of the committee assignments list located in the members' notebooks. She noted that the planning committee had listed one member, Deborah Cunningham, who recently had resigned from the Commission.

REAUTHORIZATION OF THE OLDER AMERICANS ACT

Nancy Peace reported on the legislation passed for the Reauthorization of the Older Americans Act. On September 30, 2006, the U.S. Senate by unanimous consent passed the Older Americans Act Reauthorization Bill, H.R. 6197. The House had unanimously passed the bill on September 28th. Since neither the House nor Senate made any amendments to H.R. 6197, there was no need for a conference committee, and, therefore, the bill went directly to President Bush for signature. Previously, the House had passed its version of the OAA, H.R.5293, and the Senate passed S. 3570. The House and Senate committees produced a bill which both the House and Senate agreed upon, H.R. 6197. On October 17th, the Older Americans Act Reauthorization Bill of 2006 was signed into law by President Bush. This is a 5-year reauthorization.

A handout was available to meeting attendees outlining the changes to the Act from the previous five years. A side-by-side comparison of House and Senate Older American Reauthorization Bills was provided by the National Association of Area Agencies on Aging (N4A). The document also showed the House-Senate Compromise (HR 6197) and the N4A position on each line item.

MEETING DATES/LOCATIONS FOR 2007

Nancy Peace summarized the handout outlining the list of downtown area hotels and the opportunities that existed, or the lack thereof, for hosting the calendar year 2007 quarterly meetings of the Commission. It was suggested by the Executive Committee that the meetings continue to be held in the same location as in 2006—the Sheraton Downtown Hotel, and suggested second Tuesday meeting dates were listed in the members' notebooks: Feb. 13, May 8, and Aug 14. The Sheraton cannot accommodate the meeting date of the second Tuesday in November 2007, but the hotel can accommodate the meeting if it is held a week later-November 20, 2007. In order to ensure the availability of requested number of rooms at state rate, the Sheraton may recommend change of meeting dates, but would give three months advance notice. **The motion was**

seconded by Shelburne Ferguson to approve the recommendations of the Executive Committee. There were no objections or abstentions and the motion carried.

REPORT FROM THE EXECUTIVE DIRECTOR

Nancy Peace reported the activities of the TCAD staff. The full report was included in the members' notebooks, and all items reported were under five broad areas. Some highlights included the following:

- Focus on a Web-based resource directory;
- Several new services were added to the home and community based services waiver program. Plans are to have three new services implemented by January 2007.
- The Lakeside planning meeting was a success. Commission member Shelburne Ferguson attended the meeting and discussed strategic planning.
- Several training meetings to be held in 2007 include:
 - TennCare-mandated case management training;
 - Elder rights training;
 - Home and community based services statewide training;
 - Community services (nutrition, transportation, senior centers, etc.);
 - MIS training.
- Ms. Peace stated that staff are gathering required information for nominations to fill Commission vacancies which will be submitted to the Governor's office. She added that Senator Person did not seek re-election, and a new Senator will be named to serve on the Commission.

Ms. Peace reminded members to sign their Expense Forms and to complete the Meeting Evaluation Forms.

ADJOURNMENT

With no further business before the Commission, motion was made by William Johnson to adjourn and the motion was seconded by Judy Eads. All were in favor and the motion carried. Chair Woodlee adjourned the meeting at 2:05 p.m. The next regularly scheduled meeting will be February 13, 2007, 9:00 a.m. CST at the Sheraton Hotel Downtown, Nashville, TN.

Respectfully submitted,

Nancy C. Peace
Recording Secretary
Tennessee Commission on Aging and Disability